

Instructions for CWA Form (Transit Projects - State Funds Lapsing on June 30, 2004)

Completed forms must be submitted to your District transit contact person by December 1, 2003. Late submittals will not be accepted.

The agency's General Manager, Executive Director, or their designee must sign the form. Forms without signatures will not be accepted.

The required data for columns A through H has been entered into the forms and no additional information is needed for those fields. Let us know if the information is not accurate.

Columns I through M must be filled in. Extra space for explanations or comments for those fields has been provided. Please do not reformat form. If additional space for explanations is needed, use a separate sheet and attach to the form.

I. Is Project Consistent with Original Scope and Purpose? The answer to this question should be yes, but if the project scope has changed, please contact us, as we must determine if the scope change is authorized, otherwise, the Department of Finance will deny the extension request.

J. Reason for Delay: Provide detailed explanation why the funds have not been expended, or will not be expended by May 1, 2004. **The DOF will focus on this response to make a decision to approve or deny the request to extend funds.**

(Note: if the project will be completed by June 30, 2004, and the reason of asking for an extension is to remain open for billing purposes, please state that here.)

The DOF has indicated that if funds have not been spent or projects have not been completed due to the agency's "project reprioritization" in the delivery/completion schedule, DOF will use this information to automatically deny the request to extend funds.

K. Identify Other Impediments for Completion: Responses should focus on delays that may occur due to **future** events/issues. This is different from the prior question, which focuses on the reasons that led to the delays in expending the funds/completion of the project.

L. Will the Project be Completed Within the Requested Extension Period? Or will the funds be expended within the requested extension period?

M. Name of Local Agency Person Providing Information: Please provide the name of the agency contact person providing the responses.

N. Approval by DOF: For DOF use only.

Additional Comments or Explanations: This field is available to include any other information not included elsewhere on the form.